



Dallas ISD Traveler Form

Personal Information (must match Driver's License) *denotes required fields

- *Last Name: _____ *First: _____ *Middle: _____
- *Email Address: _____
- *Date of birth: _____ *Gender (for TSA): _____
- *Campus/Department/Job Title: _____
- *Best number to reach you at: _____
- *Emergency Contact Name and Phone: _____

Group travel can be requested with one form accompanied by a list of all parties: full name, gender, birthday, phone

Trip Information

- Conference/Event name or reason for travel: _____
- Destination address (incl. city, state, zip): _____
- Preferred Arrival Date: _____ Preferred Departure Date: _____
- Preferred Arrival Time: _____ Preferred Departure Time: _____
- Need: Air Hotel Rental Car Hotel is reserved by someone else or other housing has been arranged

Travel Preferences - Hotel

- Preferred location/area/name of hotel: _____
- Cost restriction: not to exceed _____ nightly rate (Enter GSA rate for destination)
- Room type: Single Double
- Name(s) of staff members sharing room: _____
- How many rooms in your name: Group Name (when 2 or more are traveling): _____
- Is there a conference/event rate available (provide link address or name): _____

Special Instructions, Special Needs, or Special Requests for hotel (late check-in, etc.)

Travel Preferences - Air

Additional notes:

- Frequent flyer # _____
- Preferred Airline or Airport _____
- Aisle Window Known Traveler Number: _____
- Carry on bag Check bag

Travel Preferences - Car Rental

- Type of Vehicle: _____
- Number of travelers: _____
- Pick-up/Drop-off location (incl city, state, zip) _____

Dallas ISD no longer issues travel advances directly to travelers for hotels or transportation. All travel requests will be processed and paid through ARTA Travel directly to the vendor including air, car, or hotel. To book travel arrangements, complete this form and email it to dallasisd@artatravel.com . The travel agency will book requests and send a quote to the employee including all applicable charges, fees, and taxes. The booking fees are not included in the quote but will be charged to your line code.

After receiving your quote, **changes** if needed should be requested in the **first 24 hours by email - not as a new request**. When satisfied, submit an advance request through Oracle iExpense and ask your supervisor to review it. Prices quoted may only be available for 24 hours but quotes do not expire and should not be re-requested.

During travel, retain your receipts. You must reconcile your advance with a new expense report after traveling.